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T/V/M-6 26 January 1965

STATES INTELLIGENCE BOARD

COMMITTEE ON DOCUMENTATION

Task Team - Biographics

Minutes of the Sixth Meeting - 25 January 1965

Members or their Representatives Present

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CIA - Mr. rman - Mr. DIA - Mr. STATE NAVY - Mr. Marvin E. Van Dera ARMY - Mr. Paul Anderson NSA - Mr. AIR FORCE - Lt. Col. Edmund M. Manning - Maj. Louis A. Comes ZN&I - Mr. John L. Keefe FBI- Mr. Earl W. McCoy SS - Mr. Frank S. Stoner CSC Mr. Pearley G. Buck CSS

- The minutes of the previous meeting were approved.
- The Chairman advised the Team that the Terms of Reference, as submitted by the Team to CODIB at its last meeting, were approved with two minor additions. One was the addition of paragraph B 2 j "Other facts bearing on system affectiveness or manpower involved in finding biographic information." The second addition was to add the phrase "and recommend follow on action" at the end of the last sentence of the Recommendations paragraph. Each member was di a copy of the approved Terms of Reference by his records.

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index facts sheet on the spot. The NSA member requested that the last sentence of paragraph 11 of the definitions by deleted eince he felt there was no such problem referred to in that sentence.

The group then agreed the next step would be for some corrections and observations be prepared based on these facts. The Chairman indicated that such a paper would be prepared for the Team's consideration in the near future.

The Team was provided a blank chart by the Secretary entitled "Interagency Name Checks Volume -- Time". was first given to the volume figures, that might be useful for the The Secretary pointed out that what was meant here was the au number of requests made by each requesting agency on a daily basis to each of the agencies. Several of the agencies have already provided these figures. It was agreed that the remainder of the members would provide the Secretary with these figures in time for the Secretary to provide a consolidated report sheet to the members by the next meeting. Considerable discussion then ensued concerning how the Team should handle the report of the time element. general approached were contemplated. One would be to have each agency report how long it takes each other agency to provide a response to the normal request, excluding of course, those unusual cases which, for some reason, take an extremely long time. Other approaches would be to have each agency report how long it takes its agency to respond to a request from other agencies on the average for the normal cases. (It was suggested that the normal in both & These cases include 80% or so of the requests being handled.) brought to the noint of discussion, the involvement of the various as to how to figure the response time under liaison officers and the question was raised, at which process points the opphosches describe CONFIDENTIAL

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would the time start running under either system described above; and received the arriver Should it be from the time the when the liaison officer gave and received the request, or when the request was sent and received by the home agency of the liaison officer? The next point considered was should the time be calculated at the index level or at some other point in the processing? The question of what is indeed a reply was discussed. This discussion also included whether telephone calls and special methods or special couriers should be considered in the time figures. It was generally agreed bere that these special casses were not to be considered part acquire. which the team is of the written figures trying to be arrived at. One member suggested that rather than pin-point the question to each agency, perhaps if the Team, approached, as a standards problem, and defined in a general with what certain standards of response time under certain conditions that the Team observed followed in the Community. member suggested that the Team view the processes in the graphic sense including all the major elements of processing which would include the worst as well as the best cases. Considerable discussion was held concierning how dates are counted. Those who provide the service usually count d the work days . Those receivedgt the service usually count in calendar days. Another suggestion was for the Team to provide a CODIB-approved sample form to accompany a test group of requests.

7. From all of these suggestions it became clear that the

Team members needed more time to reflect on the best way of developing the facts. Therefore, the Chairman suggested that the members
consider this problem, attempt an information sample within their
own offices from their operating people as to how long, in general,

own offices from their operating people as to how long, in general, Approved For Release 2002/01/30: CIA-RDP80B01139A000500030008-8 it takes them to get answers from other agencies and also determine

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- 3. The Chairman cited an excellent article on computers elements, which he thought to be of interest to the group, in the December 1964 issue of "Computers and Automation".
- questionnaire that was part of the last minutes. The Secretary has constructed a chart indicating which of the agencies have responded to these questions and indicated to the group which agencies had not yet responded. It was agreed that only one combined answer quadrated for subquestions between in question if a question in question in question in question is a well as questions 5 and 6. This means in effect that there will be two questions to be answered under personnel, one each under machines, supplies, space and cost projection, making a total of six answers. The Team members indicated that they would provide these answers to the Secretary by the next meeting.
 - 5. The Team next considered in detail, the various definitions of the elements listed in attachment A to the last minutes explaining the various columns in the biographic index facts sheet. A current corrected copy of the biographic index facts sheet was passed to the members by the Secretary. Discussion was held on the meaning of the "average number of name searches per request" and it was agreed that the procedures followed by most agencies of checking five or ten cards on each side of an individual name being searched would not be considered part of this item. Additionally, the notation of the FBI number concerning six-way name variation check was deleted with a re-estimate; provided by the FBI member for this element. A few additional minor corrections were made by the members to the biographic

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how feasible it might be to estimate the number of days that each member's agency takes to provide an "average response" (recognizing that the word average must yet be agreed upon by the Team).

- 8. The Chairman next pointed out that an appropriate questionnaire on name rules has not yet been prepared for the member's consideration, but that such a questionnaire would be provided the members. It is next meeting.
- 9. The Secretary requested each of the members to provide him, by the next meeting, with an extimate of the time they had spent or had on their behalf on Team matters from October December 1964.

 This was explained to be for the purposses of CODIB, reporting.
- symposium to be 22 and 23 April 1965, at which time the members plan to go to a site near by Washington for a two-day conference on Biographics. The Chairman suggested that the members come prepared to make suggestions as to what subjects they might like to cover, for example, various methods of random access in computer systems, data preparation problems, name elements, name variants, etc. The Chairman also reminded the members that this group could be expanded to include additional individuals the members felt would find this meeting useful.
- 11. It was agreed to request Lt. Gottsman, US Navy, to brief
 the group on the

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 at the next team meeting to take place 11 February 1965 at 0930 hours
 at CIA Headquarters. A tentative date was also made for the group
 at 1717 H \$1 N.W. Rom 867

 to visit the National Driver's Registration Service in Washington on
 25 February 1965 at 9:30 AM. Both of these have been confirmed.

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